

Position Available:
Payroll/HR Clerk

The Fayette County Commission will accept applications until 4:00 p.m., Thursday, September 22, 2016 to fill a full-time opening for the position of Payroll/HR Clerk for the Fayette County Commission under the supervision of the County Administrator.

Duties shall include but are not limited to preparing and printing county payroll checks, prepare, audit, and process payroll deductions. Prepare reports for Worker's Compensation and unemployment compensation. Prepare monthly and quarterly reports. Employee will be responsible for all personnel, compliance, employee relations and labor relations.

Qualifications shall include but are not limited to High School diploma or equivalent, with knowledge of personal computer software programs, specifically Word and Excel, and to use mainframe software programs (AS/400) to compile reports and store data, strong oral and written communication skills, professional and courteous manner, and ability to deal amicably with the public, elected officeholders, and work in conjunction with other employees. Any experience may be listed and explained as an addition to the application; experience in governmental accounting preferred. Salary commensurate with qualifications and experience.

Resumes are to be forwarded to the Office of the Fayette County Administrator, Post Office Box 307, Courthouse, Fayetteville, West Virginia 25840. To request a copy of the job description, please call 304-574-4290.

We are an Affirmative Action/Equal Opportunity Employer. The Fayette County Commission will not discriminate against any interested individual on grounds of race, creed, color, sex, religion, age, handicap or national origin.

The Fayette County Commission has the right to accept or reject any or all applications received.